United States Department of the Interior

BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
Denver, CO 80225-0047

IN REPLY TO:

1220/1270/1278 (HR-250) **P**

December 17, 2001

EMS TRANSMISSION
Information Bulletin No. HR-2002-031

To: All BC, HR, NI, and ST Employees

From: Director, National Human Resources Management Center

Subject: Records Management and FOIA/PA Training Opportunities

The National Human Resources Management Center will be offering the following records
management and Freedom of Information Act/Privacy Act (FOIA/PA) training courses beginning
January 14, 2002:

▶   <u>Directives - Preparing and Managing</u> (limited to 12 participants)

▶   <u>Managing Time & Attendance Records</u> (timekeepers only)

▶   <u>Program Management of BLM Official Records</u> (managers and supervisors only)

▶   <u>Protecting Privacy Act Records</u>

▶   <u>Responding to Congressionals</u>

▶   <u>Responding to FOIA and PA Requests</u>

▶   <u>Schedules and Records Retention Guidelines</u>

▶   <u>Transferring Records to Federal Records Centers</u> (limited to 12 participants)

Each of the above courses, descriptions of which are provided in Attachment 1, will be offered bi-
annually on a calendar year basis (e.g., a course offered between the first six months of the
calendar year will be repeated at least once during the second six months of the calendar year).
The calendar year 2002 Training Schedule is enclosed as Attachment 2. However, as with all
training, this schedule is subject to modifications resulting from changing employee needs and
policy requirements.

In order to schedule adequate class space to meet everyone's needs, we ask that managers and supervisors submit the names of employees who have requested, or whose job duties require, any of the above courses. Attachment 3 is the Nomination Form. Please submit all nominations, together with a five-part SF-182, directly to Holly Boyd or Marilyn Ladd (HR-220, Training Office) **no later than COB Friday, January 4, 2002.**

If you have any questions or require assistance, please contact Michelle Trast, Center Records Administrator, HR-250 or e-mail: Michelle Trast@blm.gov.

Signed by: Authenticated by:
Linda D. Sedbrook   Luron Porter
Director, NHRMC   Staff Assistant

3 Attachments
      1 - Course Descriptions (4pp)
      2 - Nomination Form (1pg)
      3 - Training Schedule (1pg)

Distribution
ST-150A, BLM Library
HR-250, Master Directives

COURSE DESCRIPTIONS

▶ **DIRECTIVES - PREPARING AND MANAGING** (limited to 12 participants)

Intended Audience: Required for Staff Assistants, who will receive priority consideration. Recommended for all other employees directly involved in the preparation of directives.

A hands-on practicum of preparing two directives, an instruction memorandum and an information bulletin, from start to finish. Review of directives logs, shared directories, templates, electronic clearance sheets, archival procedures, and intranet and internet posting. Includes discussion of records access categories and current subject codes. Samples provided.

Reference Materials:
        BLM Manual 1221, Directives
        BLM Manual Handbook 1221-1, Writing and Formatting Directives
        BLM Manual 1220, Records & Information Mgmt, Appendix 3 - Subject Codes
        NHRMC Handbook H-1541-1, Correspondence Preparation Handbook
        WO IM 2000-001, Standards for Instruction Memoranda
        WO IM 2000-002, Numbering of IMs and IBs
        WO IM 2000-089, Interim Guidance - Records Access Categories List
        GRS/BLM Combined Records Schedule 16/1 - Directives

▶ **MANAGING TIME & ATTENDANCE RECORDS**

Intended Audience: Required for timekeepers.

An overview of time and attendance records and which are classified as temporary agency records for archival purposes. Local and Federal Records Center retention timeframes are outlined and disposition guidance provided. Discussion of effective filing strategies, with samples provided. Review of annual time and attendance submission procedures.

Reference Materials:
        GRS/BLM Combined Records Schedule 2/7 and 2/8 - T&A Source/Input Records

▶ **PROGRAM MANAGEMENT OF BLM OFFICIAL RECORDS** (managers and supervisors only)

Intended Audience: Managers and Supervisors.

An overview of the records responsibilities of Program Managers. Topics include distinguishing between records and nonrecord materials, including personal papers and contractor-created documents; developing standards, criteria and procedures for adequate

and proper documentation in your program area; managing electronic mail; and general retention, disposition and archival procedures. Brief discussion of problem areas in implementing recordkeeping requirements.

Reference Materials:
   The Federal Records Act of 1950
   Departmental Manual 380 DM 1
   Agency Recordkeeping Requirements: A Management Guide, NARA (1995)
   Personal Papers, DOI
   Managing Electronic Mail, DOI

▶ **PROTECTING PRIVACY ACT RECORDS**

Intended Audience: All employees.

An overview of agency requirements to protect official records pertaining to the legal, financial, and other rights of the Government and of individuals directly affected by Government activities. Topics include conditions of disclosure; accounting of certain disclosures; handling of records; physical supervision; access to records, including physical security and computer security; and civil and criminal penalties associated with improper and/or harmful disclosure.

Reference Materials:
   The Privacy Act of 1974, Title 5 U.S.C. §552a (As Amended)
   Departmental Manual 383 DM 1
   FOIA/PA Overview, DOJ, Office of Information and Privacy
   NHRMC Handbook H-1541-1, Correspondence Preparation Handbook

▶ **RESPONDING TO CONGRESSIONALS**

Intended Audience: Required for Center Director Staff Assistants. Recommended for all managers.

An overview of procedural requirements for handling incoming information requests from members of Congress. The impact of the Freedom of Information Act and the Privacy Act on Congressional requests. Topics include: response time limits; exemptions to disclosure; committee and subcommittee exceptions; fees, discretionary fee waivers and cost recovery; and appellate requirements and the role of the Office of the Solicitor. Practical exercises using sample Congressional requests and responses.

Reference Materials:
        BLM Manual 1278 - <u>External Access to BLM Information</u>
        <u>FOIA/PA Overview</u>, DOJ, Office of Information and Privacy
        NHRMC Handbook H-1541-1, <u>Correspondence Preparation Handbook</u>
        WO IM 2001-173, <u>Congressional Relations</u>

▶ **RESPONDING TO FOIA AND PA REQUESTS**

<u>Intended Audience</u>: All employees.

Procedural requirements of the Freedom of Information Act and the Privacy Act. Topics include: response time limits; exemptions to disclosure; fees, fee waivers and cost recovery; and appellate requirements and the role of the Office of the Solicitor. Practical exercises using sample FOIA requests and responses.

Reference Materials:
        The Freedom of Information Act of 1966
        Departmental Manual 383 DM 15
        BLM Manual 1278, <u>External Access to BLM Information</u>
        <u>FOIA/PA Overview</u>, DOJ, Office of Information and Privacy
        NHRMC Handbook H-1541-1, <u>Correspondence Preparation Handbook</u>
        NHRMC IM 98-031, <u>Access to BLM Records</u>

▶ **SCHEDULING RECORDS AND RETENTION GUIDELINES**

<u>Intended Audience</u>: Employees directly involved in program area record filing and disposition.

An overview of the development of a document (records disposition schedule) that provides mandatory instructions for what to do with records and nonrecord materials no longer needed for current government business. Discussion of how to interpret the existing GRS/BLM Combined Records Schedule, which describes all BLM records, identifies them as temporary or permanent, prescribes a cutoff date, and mandates which disposition action must be taken. Schedules applicable to participant's program area(s) will be discussed and distributed.

Reference Materials:
        BLM Manual 1272, <u>Records Disposition</u>
        BLM Manual Handbook 1272-1, <u>Records Disposition</u>
        BLM Manual 1220, <u>Records and Information Management</u>, Appendix 2

NHRMC IM 2001-032, <u>Records Retention & Disposition Guidelines</u>
NARA Field Bulletin No. 92-01, <u>Services provided by the Federal Records Center</u>

▶ **TRANSFERRING RECORDS TO/FROM FEDERAL RECORDS CENTERS** (limited to 12 participants)

<u>Intended Audience</u>: Employees directly involved in the transfer of agency records to Federal Records Centers.

An overview of records disposal procedures required by the National Archives and Records Administration. Topics will include: interpretation of records retention and disposition schedules; disposition of temporary versus permanent records; preparation of records for transfer, including compilation of shelf lists, use of standard supplies, and shipping requirements; methods of disposal; and access to and ownership of transferred records. Also included will be an overview of the CIPS system and a discussion of personnel records retirement to the National Personnel Records Center. Practical exercises and sample forms, in both manual and electronic format, will be provided.

Reference Materials:
        NARA's Federal Records Transfer Training Curriculum
        NARA's Centers Information Processing System (CIPS) Users Manual

NOMINATION FORM

Employee Name	Title	Office	Course Title

FY2002 Training Schedule
January 1, 2002 through June 30, 2001

COURSE TITLE	DATE	TIME	LOCATION
Directives - Preparing and Managing	January 14, 2002	9:00 - 10:30 a.m.	Computer Training Room - A1242 Building 50
Managing Time & Attendance Records	February 4, 2002	10:00 - 11:00 a.m.	East Conference Room Building 50
Program Management of BLM Official Records (for managers)	March 4, 2002	10:00 - 11:00 a.m.	East Conference Room Building 50
Protecting Privacy Act Records	April 1, 2002	10:00 - 11:00 a.m.	East Conference Room Building 50
Responding to Congressionals	April 29, 2002	10:00 - 11:00 a.m.	East Conference Room Building 50
Responding to FOIA and PA Requests	May 30, 2002	9:00 - 10:30 a.m.	East Conference Room Building 50
Schedules and Records Retention Guidelines	June 10, 2002	9:00 - 10:30 a.m.	East Conference Room Building 50
Transferring Records to Federal Records Centers	June 17, 2002	9:00 - 10:30 a.m.	Computer Training Room - A1242 Building 50